

CITY OF BURBANK

POLICE SERGEANT

DEFINITION

Under direction, to supervise and lead the activities of sworn and civilian police personnel in the delivery of law enforcement services to the community: engage in community policing problem-solving; and perform related work as required.

ESSENTIAL FUNCTIONS

Plans, assigns, inspects, and supervises the work of police personnel in general law enforcement; trains, motivates, and evaluates subordinates; exhibits ethical leadership by assuming responsibility and accountability for the conduct, performance, and demeanor of subordinates; appropriately addresses employee misconduct allegations; ensures a harassment and discrimination free work environment within assigned workplace and the department; conducts personnel inquiries on critical incidents including use of force encounters and vehicle pursuits; submits reports, and makes recommendations to address organizational issues and improve the department; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures, and works with subordinates to improve service or correct deficiencies; understands the needs of a culturally diverse population; assists in and supervises resolution to community complaints; meets with and speaks before groups to promote public relations/educational activities for the department; responds to emergencies, significant incidents, investigations, and accidents, and when appropriate, assumes responsibility for the command and control of the incident and directs personnel as necessary; analyzes crime patterns and redeploys resources as necessary; conducts research, reviews and approves crime reports; proficient with assigned weapons; investigates, arrests, and apprehends suspects; testifies in court; prepares logs and special reports; completes personnel investigations; issues traffic citations; drives on City business.

MINIMUM REQUIREMENTS

Employment Standards:

- Knowledge of – modern methods of police supervision and accepted personnel practices; fundamental law enforcement risk management principles; basic public employee labor laws and Peace Officers' Bill of Rights; pertinent federal, state, and local laws, ordinances, codes, and regulations; constitutional law, criminal law, and investigation principles; criminal procedures and rules of evidence; laws of arrest; court procedures; current case law and its application to field investigations; community-based, problem-oriented policing principles and practices; National Incident Management System principles and practices; policies, procedures, and protocols of the Police Department.
- Ability to – supervise the work of sworn and civilian subordinates; build and maintain team unity; ethically lead, motivate, and develop employees; analyze situations quickly and objectively, and initiate the proper course of action in a timely manner; communicate effectively both orally and in writing; exhibit independent judgment and initiative in interpreting rules, regulations, and orders, and in responding to public safety emergencies; establish and maintain effective working relationships with subordinates, other supervisors, superiors, members of other jurisdictions, and the public.

Education/Training: Five years of full-time paid experience as a peace officer.

License & Certificates: A valid California Class "C" driver's license or equivalent and an Intermediate P.O.S.T. Certificate at time of appointment.

SUPPLEMENTAL INFORMATION

None.